



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

MEMORANDUM

To: CJA Felony Panel Members and FPD office

From: Maureen Essex, CJA Coordinating Attorney

Re: Pre-plea Criminal History Report Procedures

All requests for pre-plea criminal history record checks should be sent in an email to the chambers email box of the presiding judicial officer, with the name of the assigned AUSA and the U.S. Probation and Pretrial Services (MDP_Preplea_Investigations@mdd.uscourts.gov) copied. If the judge approves the request, email notification will be sent to counsel and the U.S. Probation and Pretrial Services.

Below are the email addresses for the Judges.

Judge Anderson	MDD_CBACHambers@mdd.uscourts.gov
Judge Bennett	MDD_RDBChambers@mdd.uscourts.gov
Judge Blake	MDD_CCBChambers@mdd.uscourts.gov
Judge Bredar	MDD_JKBChambers@mdd.uscourts.gov
Judge Chasanow	MDD_DKCChambers@mdd.uscourts.gov
Judge Chuang	MDD_TDCChambers@mdd.uscourts.gov
Judge Connelly	MDD_WGCChambers@mdd.uscourts.gov
Judge Coulson	MDD_JMCChambers@mdd.uscourts.gov
Judge Day	MDD_CBDChambers@mdd.uscourts.gov
Judge DiGirolamo	MDD_TMDChambers@mdd.uscourts.gov
Judge Gallagher	MDD_SAGChambers@mdd.uscourts.gov
Judge Garbis	MDD_MJGChambers@mdd.uscourts.gov

PrePleaCriminalHistoryReport (10/2014)

Northern Division • 4228 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201 • 410-962-2600
Southern Division • 200 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

Visit the U.S. District Court's Website at www.mdd.uscourts.gov

Judge Gesner	MDD_BPGChambers@mdd.uscourts.gov
Judge Grimm	MDD_PWGChambers@mdd.uscourts.gov
Judge Hazel	MDD_GJHChambers@mdd.uscourts.gov
Judge Hollander	MDD_ELHChambers@mdd.uscourts.gov
Judge Messitte	MDD_PJMChambers@mdd.uscourts.gov
Judge Motz	MDD_JFMChambers@mdd.uscourts.gov
Judge Nickerson	MDD_WMNChambers@mdd.uscourts.gov
Judge Quarles	MDD_WDQChambers@mdd.uscourts.gov
Judge Russell	MDD_GLRChambers@mdd.uscourts.gov
Judge Schulze	MDD_JKSChambers@mdd.uscourts.gov
Judge Sullivan	MDD_TJSChambers@mdd.uscourts.gov
Judge Titus	MDD_RWTChambers@mdd.uscourts.gov

The following is a sample email.

Dear Judge _____:

Re: USA v. _____, Case No. _____

I am requesting the Court authorize the U. S. Probation Office to prepare a preliminary report regarding the criminal history of my client, _____.

I have discussed this matter with counsel for the Government, _____, who agrees the plea negotiations would be helped by an accurate recounting of my client's criminal history. My client agrees that any time necessary to complete this report is excludable under 18 U.S.C. §3161(h)(1) in computing the time by which his trial must commence under the Speedy Trial Act.

If the Court wishes to grant this request, I would simply ask that the Court respond to all on this email with the word "APPROVED".

Should you have any questions regarding this matter, please do not hesitate to contact me.